

MISSOURI STATE PENITENTIARY
REDEVELOPMENT COMMISSION
MEETING MINUTES

Open Session
November 17, 2004

Chairman Carr called the meeting called to order at 1:05 p.m. He thanked Commissioner Schreiber for making the old prison available to Commission in order to hold the Oct. 27th meeting there, in addition to the tour of the facility.

The following Commission members were present: Jim Callis, Bill Carr, Gene Bushmann, Sara Riddick, Mark Schreiber, Duane Weaver, Jim Wunderlich

The following Design and Construction staff members were present: Randall Allen, Charlie Brzuchalski, Charlotte Collet

Pamela Henrickson, Legal Advisor, was also in attendance

Order of Business:

I. Approve Minutes of the October 27, 2004

The minutes were approved by motion of Jim Wunderlich and seconded by Mark Schreiber

II. Final Review Draft of Tourism RFP – Charlie B.

Staff member Charlie Brzuchalski presented various updates to the RFP, which were the result of suggestions and comments received from the Commissioners the 10/27/04 Commission meeting. (Identified by yellow highlights in the printed document)

- Contract period: Date of award shall run through December 31, 2006, assuming the date of award shall be sometime in early 2005.
- Address of Commission – (either D&C or DFM will be D&C, as this is the address of record for the Commission. Adjustments can be made at any time.

Discussion:

Commissioner Bushmann: Is there is a provision for renewals at our option?

Legal Counsel Pamela Henrickson: Page 23, Pricing Page, includes three (3) renewal options. Also defined in section 2.8.3, page 15 of this document.

- 1.2.1 Pre-Proposal Conference: dates to be determined when actual conference date is established – after RFP is issued and sent out
- 1.2.1 Tour of facility and grounds – date to be determined after RFP is sent out
- 1.3.1(b) & (c) Attachments will be numbered accordingly when all documents are compiled
- 1.3.2(a) & (b) – Attachments will be numbered when all data and estimates are compiled. Information to be provided by the DOC and Commissioner Mark Schreiber
- 2.2.4(a)(1) Content of the Plant. Which buildings will be best suited for touring inside or outside? The final list has not been finalized. Waiting for Risk Management assessment. Will be determined by the estimates received from DOC. A number of the buildings, including the grounds, will not be ADA compliant.

- 2.2.4(a)(2) Identifies how tours can be conducted
- 2.2.4(b). Identifies the specific days of the week and the specific hours of the tours
- 2.2.4(b)(2) These times were determined, as a result of the discussions and suggestions received at the 10/27/04 Commission meeting.
- 2.2.4(d) There will be at least three (3) non-holiday days when the facility is open and no entry fee is charged to the public for admittance to the facility
- 2.2.4(d)(1) Self guided tours will be at zero cost.
- The Division of Facilities Management (DFM) will be responsible for maintenance and improvements. Contractor is not allowed to hire outside plumbers, electricians, etc., to perform any maintenance or repairs.
- 2.4.1(b) Contractor shall provide utilities, trash and janitorial service for his or her operation
- 2.4.1(b)(3) DFM to assist with the specific janitorial requirements to be allowed
- 2.4.6 (a) Address mood altering substances
- 2.4.6(e) Security system- There is no security system in operation at the present time.

Discussion:

Pam Henrickson: Asked if any reference to weapons on the property was noted in the RFP.

Chairman Carr commented on the wording in the second sentence in section 2.4.6(a).

Staff member Charlie Brzuchalski will notify Purchasing of the revisions to be made, and will also address the question regarding weapons

- 2.5.5(a)(B)(c) D&C staff to work with Commissioner Schreiber on the scope of work regarding training, consultation, education and tour paths
- 2.6.3(1) D&C staff consulting DNR staff, along with the Div. of Purchasing, regarding sales reports.
- Dishonesty Bond, as discussed and requested by the Commission members at the previous meeting, has been added to the contract.
- 2.7.1(A) clarifies where payment is to be made.
- 2.7.1(c) Address the state and local sales taxes collected.

Discussion:

Commissioner Callis suggested adding language that would keep the contractor current with the Dept. of Revenue.

Counsel Henrickson suggested using "timely", i.e., ...contractor shall *timely* remit to the Dept. of Revenue.....

Commissioner Schreiber asked about the term "state agency" Is this referring to the Commission?

Counsel Henrickson: Yes. It is defined on page 5, section 2.1.1 and on page 32, General Terms and Conditions

Commissioner Bushmann: Who signs the RFP?

Counsel Henrickson: The Director of the Division of Purchasing signs on behalf of the State.

Upon completion of Mr. Brzuchalski's review, Chairman Carr asked if the members were in agreement with the current revisions, and suggested that the members briefly page-through the RFP to see if there were any items overlooked.

Counsel Henrickson referred the members to page 28, Exhibit E, Method of Performance – a written plan of the services the contractor will provide.

Director Randy Allen referred the members to page 20, Section 3.3.1, Evaluation and Award Process, which the subcommittee will use when evaluating the proposals.

Discussion:

Commissioner Callis asked if D&C Staff had any idea of the revenue that the tours will generate.

Director Allen: None. Hopefully, the service will be without any additional cost to the State.

With no further discussion, Chairman asked for a motion to accept the November 5, 2004 RFP draft, with today's changes.

Commissioner Callis made a motion to approve the draft, as presented. The motion was seconded by Commissioner Weaver.

III. Design Guidelines:

Mr. Brzuchalski reported that he had received no commentary from any members in relation to the Design Guidelines. The comments from discussion at the last meeting are being incorporated into the revisions by Parsons, and will present the final document at the January 26, 2005 Commission meeting.

Chairman Carr commended the members for their attention and input toward the Design Guidelines and urged that if anyone had any additional thoughts or concerns, that he or she should contact either Charlie Brzuchalski or Randy Allen.

IV. Correspondence received from the Department of Natural Resources

Chairman Carr referred the members to the November 12, 2004 letter received from DNR Director, Steve Mahfood. The letter addressed the department's concerns regarding the Design Guidelines. D&C staff has reviewed them and will coordinate and meet with the DNR to discuss the concerns listed.

Mr. Brzuchalski commented on the questions asked regarding the Environmental and Cultural Assessments. He pointed out that as part of the process definition plan and the framework plan, Phase I Environmental and initial Cultural surveys were performed. Site investigations were not performed for the cultural resources. Some additional environmental investigations were performed in areas that were

not occupied as prison. Now that it is vacated, it is the intent of D&C to pursue the investigations, depending upon budget allocations.

Discussion:

Commissioner Riddick suggested the use of the University of Missouri Archaeology Department to assist with archaeological investigations.

Mr. Brzuchalski mentioned that literature surveys were performed and found nothing that would indicate that the area was a burial ground. He indicated staff would entertain her suggestion to ask for assistance from the University of Missouri's Archaeological Dept.

Buschmann: Asked if any environmental or hazardous locations had been discovered.

Schreiber: Commented that nothing was found when testing was performed before construction began on the DNR building

Brzuchalski: Commented that there are a few areas of concern within the prison. Now that the inmates are removed, further testing will occur.

Buschmann: Asked if priority will be given priority to make it available for development.

Allen: Not until there is a purchase negotiation. Part of the project cost is the removal of buildings. Purchaser will be informed of the environmental conditions and then negotiate the land price, based on the fact that the buyer will demolish and remove the buildings.

Riddick: Asked about the value of the property.

Allen: If the entire piece is sold today, it would be worthless, because the cost to develop is more than the current value of the land. A report of an assessment of that condition vs. the assessment, per parcel, of a developed area, will be available in January. An appraiser will help the Commission to anticipate the worth of a developed area.

Mr. Allen added these comments regarding the November 12th letter:

The use of native plants is important, in that they require less water and less care and are indigenous, and suggested that the Commission should encourage Parsons to use as many, as possible, of those type plants.

There was mention of full documentation. He suggested to begin photo documentation of areas, such as I Hall and Super Max, which will be demolished. There are significant, historic stories connected to these buildings.

Brzuchalski: Before the construction of the Green Building, there was a building at that site. Photos were taken and these were submitted to the Historic Preservation office and their approval was sought as to the selection of the photos to be entered into archives.

Chairman Carr asked the staff of the Design and Construction to continue to work consistently with DNR or any other organization that has an interest in what is done at the site. Should issues arise that would dramatically affect the guidelines in anyway, such as suggestions or elimination, or anything that needs adjustment, he

asked that staff report it to the Commission for review, consideration or change to the Guidelines.

V. Parking Plan

Before the construction of the DNR Building began, D&C staff met with DNR staff regarding parking at the new facility. An issue that was clearly made was that parking and transportation would be done differently for this building. DNR concurred with the idea and therefore there is basically no parking at that location. The original plan was to have parking located in two places and not a lot of on-site parking. Remote parking will be provided at other locations.

Facilities Management is working with the city of Jefferson to provide shuttle busses, such as the current shuttle service coming to the Capitol Complex from Industrial Drive.

There will be a two-bus shuttle from the Green Bldg. to a parking lot, which is now under construction, in the area of where the ball field is inside prison wall. This will be funded with money from the Health Lab project. Approximately 300 spaces in this lot will be for employees in the Green Bldg. and the Health Lab. Two shuttles will run early in the morning (every five minutes). This will be implemented when the Lewis & Clark Bldg. is occupied. (January '05.)

The idea is to expand the shuttle service and to provide a way for the Lewis & Clark tenants to be able to come to the Capitol Complex area, without the worry of finding parking spaces. This plan will be keeping with the original concept of trying to reduce surface parking and reduce the number of vehicular traffic as well, which DNR originally wanted to achieve.

This asphalt lot will stay and it will be used as the first level of a multiple level parking garage.

There will also be a small lot in the back of Surplus Property, designated for car pooling, in addition to a lot in front of Surplus Property for overflow of the Green Bldg. This is the Phase I Parking Plan for the redevelopment process being funded by the two projects currently underway.

Discussion:

Riddick: Asked the current status of Surplus Property.

Allen: A cost estimate and a scope of work for relocation has been prepared.

DFM and D&C will ask for a decision item to do a 35% design on relocating Surplus Property. If that is successful funds will be available to move the division.

VI. MSPR Caretaking

Carl Greeson, Director of DFM offered the following comments:

Winterizing activities are still underway. Corrections left some cameras at the facility, which has enabled DFM to increase the security monitoring. More lighting will be needed at the parking lot.

Mr. Greeson also addressed the recent publication regarding the unattended cats at the prison. He indicated that very few cats have been seen by personnel and arrangements are being made for either individuals or animal control to live-trap the animals for removal, with no harm to them.

DFM has been contacted by a filming company that wishes to film a movie in the Potato House. Access will be made available for this filming. There is also a plan in the works for the University of Missouri-Columbia Fire Institute to perform some training on-site.

Callis: Asked if there are any plans to use the two storage buildings for leasing.

Greeson: The major difficulty is coordinating with the various agencies in terms of the types of storage needed. Storage for paper products, for instance, presents a problem because of climate control. There is some space that has been identified for use. Plans are currently being finalized, which will save the state some money.

Discussion:

Carr: Asked about the utility supply for the entire site.

Brzuchalski: AmerenUE decommissioned their major service to the prison and while that was being done, a gas main was laid that is the size that is needed according to the loads needed for the current construction.

Greeson: Added that there is only one line of heating to the facility and that is the garage, where the DFM maintenance and security staff are currently located. There is also some space available for storage of vehicles that will eventually be surplus.

Allen: Commended Mr. Greeson's staff for the management and care taking of the facility.

VII. MSPR Logo Update –

Commissioner Schreiber indicated that the term “established in “2002” has been added to the design that was chosen by the Commissioners. The printers will try to clarify the drawing as much as possible, considering the amount of reduction that will need to be done. The drawing will be available at the January 26th meeting.

VIII. Central East End Neighborhood Plan

Randy Allen, Charlie Brzuchalski, Commissioners Duane Weaver and Jim Wunderlich attended the public hearing for the Central East End Neighborhood Plan. The primary topic of discussion was traffic.

Parsons was hired by the city to study the neighborhood around MSP. It essentially identifies the number of areas: Conservation area – the older houses; East High Street commercial district – intended to stay commercial and preserve the historical character of the neighborhood; East and West villages of the neighborhood, both residential and commercial business. Many are in the flood plain and it has been recommended that they be acquired and removed.

Other areas – Lafayette and Chestnut Street and the area between Clark Ave. and where the MSP Parkway ends. A study is underway by the City, MoDOT and Cole County to review the area of Whitton Expressway from Eastland Drive to Dix Road.

(focusing on the area between Vetter Drive to the tri-level) to address the problems of these areas. Most significantly, the on-coming lanes with no safety barriers between them; consequently, not meeting highway standards. With the current congestion between Clark and the tri-level, it is anticipated that as the MSP area is developed, there will be a severe impact on the surrounding streets, as well as the Expressway.

Mr. Brzuchalski added that the plan was well received and hopefully the City Council will soon adopt it.

IX. Tourism Subcommittee

Chairman Carr reiterated his desire to form a subcommittee to assist the Division of Purchasing in reviewing the RFP's.

He suggested three commissioners, one each appointed from city, county and state. They are: Mark Schreiber, Bob Meyer and Kas Mahfood.

He asked staff member Charlotte Collet to contact Mr. Meyer and Ms. Mahfood to see if they are willing to serve. Mr. Schreiber agreed to serve.

With no further business, a motion to adjourn the meeting was made by Mark Schreiber and seconded by Jim Callis.

Those in favor: Gene Bushmann, Bill Carr, Jim Callis, Sara Riddick, Mark Schreiber, Duane Weaver, Jim Wunderlich

Opposed: None

Absent: Kas Mahfood, Bob Meyer, John Sheehan

The meeting adjourned at 2:45 p.m.

These minutes were approved April 27, 2005.